

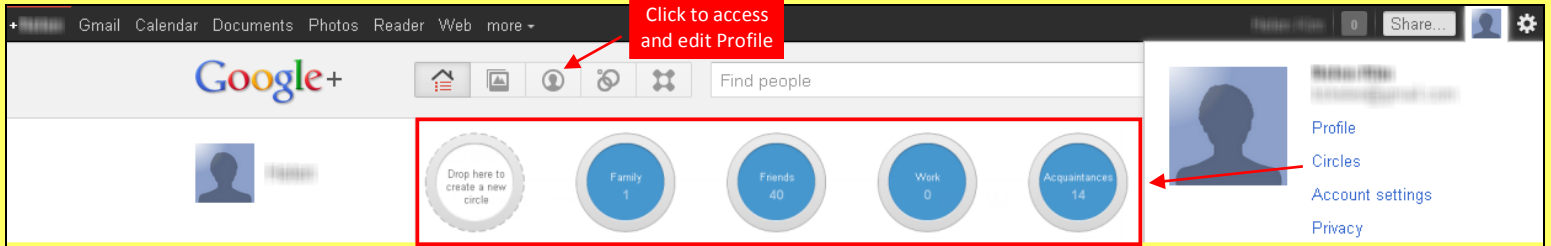


## Social Networks - Do's and Don'ts

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show your face. Select pictures taken at a distance, at an angle, or otherwise concealed. **Never post Smartphone photos and don't** use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.

## Managing Your Google+ Profile

Google+ provides privacy and sharing options using **Circles**. Circles are groups that users create for different types of connections, such as family, friends, or colleagues. Content is shared only with circles you select. Google+ requires that users provide real names - no pseudonyms.



## Profile Settings

Apply and save the **Profile** settings shown below to ensure that your information is visible to only people of your choosing.

**Annotations:**

- Click on the parts of your profile you want to edit. Done editing** (top bar)
- Edit Profile** (button)
- Select Edit Profile to make changes** (arrow pointing to Edit Profile button)
- Uncheck both** (arrow pointing to 'Show this tab on your profile' checkboxes)
- This box is PUBLIC. Do not fill out additional information** (arrow pointing to the 'Add some photos here' area)
- Name & Profile Picture are PUBLIC** (arrow pointing to the profile picture area)
- Uncheck** (arrow pointing to 'Show this tab on your profile' checkbox)
- DO NOT add links to other online presences, such as a webpage, Facebook, Twitter, or LinkedIn** (arrow pointing to the 'Links' section)
- Change to Your Circles** (arrow pointing to the 'Your circles' dropdown menu)
- Uncheck top button** (arrow pointing to the 'Show people in your circles' checkbox)
- Change to Only You** (arrow pointing to the 'Who can see this?' dropdown menu)
- Change to Your Circles** (arrow pointing to the 'Who can see this?' dropdown menu)
- To share information on this page with specific people, select Custom then choose appropriate Circles** (arrow pointing to the 'Who can see this?' dropdown menu)
- Uncheck** (arrow pointing to the 'Search visibility' checkbox)
- Search visibility** (checkbox)



## Account Settings & Minimizing Your Activities

Apply the Account settings shown with arrows below to ensure that your information is shared in a limited fashion.

**Google+**

Who can interact with you and your posts

- Who can send you notifications? *Learn more* Your circles
- Who can comment on your public posts? *Learn more* Your circles
- Who can start a Messenger conversation with you? Circles

**Notification delivery**

Email: itsshelen@gmail.com

Phone: Add phone number **Don't Add Phone Number**

via  Push notifications  Don't notify me

**Manage email subscriptions** **Uncheck**

Occasional updates about Google+ activity and friend suggestions

- Account settings can be accessed under **Account Settings > Google+**.
- Maintain a small Google+ "footprint". Select only important Google+ notifications as shown in the box to the left.
- Limit notifications to email as opposed to text.
- **Do not** connect your mobile phone to Google+ or use the Google+ mobile application, and **Disable +1** on non-Google Websites
- **Do not** allow contacts to tag you then automatically link to your profile
- **Disable** your circles from accessing your photo tags prior to you

**Google +1**

+1 on non-Google sites Off Edit **Change to "Off"**

**Google+ Pages**

Automatically add a Google+ page to my circles if I search for + followed by the page's **Uncheck**

**Photos**

Show photo geo location information in newly uploaded albums and photos. **Uncheck**

Allow viewers to download my photos **Uncheck**

Find my face in photos and prompt people I know to tag me. *Learn more* **Uncheck**

People whose tags of you are automatically approved to link to your Profile:

+ Add circles or people to share with... **Remove Everyone**

When a tag is approved, it is linked to your profile, and the photo is added to the "Photos of you" section.

**Receive notifications** **Check as indicated**

Notify me by email or SMS when someone...

**Posts and mentions of my name** Email Phone

Mentions me in a post

Shares a post with me directly

Comments on a post I created

Comments on a post after I comment on it

**Circles** Email Phone

Adds me to a circle

**Photos** Email Phone

Tags me in a photo

Tags one of my photos

Comments on a photo after I comment on it

Comments on a photo I am tagged in

Comments on a photo I tagged

**Messenger** Email Phone

Starts a conversation with me

**Connected accounts**

You can improve your Google experience by connecting your accounts from other services.

Twitter Yes this is me No Suggested

Add this link to my public Google Profile, too **Uncheck**

**Do not add outside accounts**

**Connecting your accounts**

- When you search, you can see relevant content your friends share on the web.
- You make it easier for them to find the stuff you share on the web.
- You can choose which accounts to show on your public Google Profile.

Remember, Google won't share your searches or other private information with third-party services without your consent.

Use my Google contact information to suggest accounts from other sites. **Uncheck**

By default, Google+ uses your Google contact information to link your accounts from other online services, aggregating your online identity in one location. To disable this feature:

- Go to **Account Settings > Connected Accounts**
- Click "No" to Google-suggested 3<sup>rd</sup>-party accounts
- Disable Google+ access to your contact information
- Do not manually connect other online accounts using Google+

## Deleting Your Google+ Profile Information or Account

**Account overview**

**Services**

Delete profile and Google+ features Delete profile and remove associated Google+ features

Delete entire Google account Close entire account and delete all services and info associated with it

View, enable, or disable web history Go to web history

**Go to Account Settings > Account Overview**

- **Delete Google+ Content** removes Google+ related information such as circles, +1's, posts, and comments
- **Delete your entire Google profile** removes all user data from Google services, including your Gmail
- **Disable web history** to prevent accumulation of your digital footprint

## Useful Links

A Parent's Guide to Internet Safety  
 Wired Kids  
 Microsoft Safety & Security  
 OnGuard Online

[www.fbi.gov/stats-services/publications/parent-guide](http://www.fbi.gov/stats-services/publications/parent-guide)  
[www.wiredkids.org/](http://www.wiredkids.org/)  
[www.microsoft.com/security/online-privacy/social-networking.aspx](http://www.microsoft.com/security/online-privacy/social-networking.aspx)  
[www.onguardonline.gov/topics/social-networking-sites.aspx](http://www.onguardonline.gov/topics/social-networking-sites.aspx)